

Honorarium Policy

Statement

Miigwech is an Nishnaabemwin term that refers to the “thanking” or “giving a gift” which is an important part of Nishnabe Culture. Giving and receiving gifts is an act of gratitude and respect.

Providing an honourarium is a gift of recognition of acts or professional services for events hosted by NFN programs.

An honourarium is payment made without the individual recognizing themselves as having any liability or legal obligation. It is a gift of recognition to an individual or group volunteering and meant to compensate the individual for their time or expense, but only as a gesture of respect and gratitude to show Nipissing First Nation’s appreciation.

Policy

An honourarium is made on a special or non-routine and one-time basis to an individual or group in recognition of the contribution of gratuitous services. Examples include, but not limited to – payment of a guest speaker, offering special roles to an event.

Guidelines

Honorarium rates have been identified in Appendix “A”.

In order to process an Honorarium payment, a “Request for Honorarium Payment” requisition must be completed as in Appendix “B”.

- One-time honourarium to Elders, Traditional Knowledge Keepers, and Indigenous community members participating in events organization by Nipissing First Nation.

This guide does not apply to arrangements for more than 1 week.

- Consultants, contractors who are service contracted or a period of time.
- Compensation or other arrangements where monetary funds are provided as payment for services rendered.

This guide applies to:

External organizations or employees with a mandate or who are funded to provide services to Nipissing First Nation will not be considered for an honourarium.

Payments not issued as an honorarium must be processed as a sole source contracting. "Sole Source" contracting is meant for unique requirements such as cultural considerations or requirements such as language and knowledge of community or for instances of emergencies not covered by this Honorarium policy. If Sole Source contracting is utilized, the Program Manager must document rationale and submit it to the Chief Executive Officer or designate for consideration and approval.

Note: Any individual receiving an honourarium or payment to attend the event will not be permitted to enter into any draws during the event.

Conflict of Interest"

Conflict of Interest or engagements with related parties must be disclosed in advance to the Nipissing First Nation Chief Executive Officer or designate. The Nipissing First Nation Conflict of Interest Code outlines provisions and should be referenced for clarification.

Determination:

To determine whether payment for services is in the form of Honorarium or other sources, the following will be used:

"Honorarium" is a gift of recognition to an individual or group volunteering a service or for services which fees are not traditionally required. It is not a payment to compensate an individual for their time or expense.

"Gift" is a small token of appreciation that is given to an individual providing a service and is no more than \$25.00 in value.

"Sole Source Contracting" is paid based on invoice for services and rationale to document must be described on the cheque requisition that is submitted for payment.

“Professional Services” are services paid based on a signed contract is not a part of this policy.

NOTE: When requesting cultural supports, tobacco must be offered at the time of the request.

Approved this 3rd day of September, 2019.

Amended and approved this 6th day of October, 2020.

Amended and approved this 18th day of October, 2022.

Amended and approved this 16th day of April, 2024.

APPENDIX "A" Honorarium Rates

****Tobacco must be given at the time the request is being made if request is made in person and if not, it should be given prior to service being performed****

Type of Service	Rates	
	Half-Day (3 hours)	Full-Day (7 hours)
INTRODUCTION - Providing an Opening / closing (includes smudging)	Opening \$50. Opening and closing and other duties during event \$100.	
LEAD Facilitator - This may include traditional knowledge sharing including pipe ceremony or sweat lodge; traditional knowledge teachings or facilitating a cultural workshop. Delete: Traditional Practitioner (allied health provider) recognized by NFN and offering services to individuals or groups.	\$300.00	\$500.00 Change to \$600.00
ELDER OR KNOWLEDGE KEEPER, ADVISORY or CONSULTATION role on behalf of NFN with participation at approved meetings; representing NFN on approved committee; or providing information or presentation on behalf of NFN. To enhance communication or build relationship at events or meetings; to increase understanding and appreciation for Indigenous services.	\$100.00 Change to \$200.00	\$200.00 Change to \$400.00
SUPPORT (HELPER) - has a role in supporting preparation and facilitation of a traditional ceremony. Fire keeping – has a specific role in tending to the sacred fire.	\$100.00	\$200.00
Drum Group – Grandfather Drum will receive on Honorarium payment offered to the lead and keeper of the drum. The lead will be responsible to distribute the Honorarium among the group. (minimum 3 drummers)	Opening and closing songs \$400./per day Opening, closing and other songs during event \$800./per day	
"New" Hand Drum	\$200.00	\$300.00
Honorarium rates invoiced to external agencies.	\$300. Change to \$400.00	\$500. Change to \$600.00

****See Appendix "C" for travel and expense rates.****

Appendix "B"
Request for Honorarium Payment

Date of Event: _____

Description of Event or Purpose: (Provide details of event and additional information ie: advertisement)

Honorarium Recipient Name: _____

Is the Honorarium given to a Public Official (employee, Council) of NFN? _____
Yes No

Is the recipient acting in the capacity of a Council/or employee of NFN? _____
Yes No

Make payable to: _____

Type of Service	Description (role)	Rate
Introduction	Prayer / Smudging	
Lead Facilitator	Traditional Practitioner	
Elder/Knowledge Keeper, Advisory or Facilitator	Advisor / Facilitator	
Support (Helper)	Fire Keeper	
Drum Group (Grandfather)	Skaabewis (Helper)	
Hand Drum	Invited Drum Group – Grandfather Drum (min 3 drummers)	
Travel per diem (if travelling more than 50 kms)	Hand Drum	
GL Account#	TOTAL PAYMENT	\$

Prepared by: _____

Verified by Program Manager: _____

Finance Approval by: _____

Appendix "C"

TRAVEL & EXPENSE RATES

Travel rates are only applied when overnight arrangements are required.

Travel rates are only applied when overnight arrangements are required:

Accommodations (must be accompanied by a hotel receipt)	Max: \$200.00/night
Private Accommodations	\$50.00/night
Mileage for one vehicle	.21 cents/km

Meal Rates:

Breakfast (travel before 8 am)	\$23.60
Lunch	\$23.90
Dinner (travel after 5 pm)	\$58.60